

CONSTRUCTION OF
AGENCY RECORDS CENTER

JAN. 1954

MEMORANDUM FOR: Chairman, Project Review Committee
THRU : Acting Deputy Director (Administration)
SUBJECT : Submission of Project Providing for Construction
of an Agency Records Center

Rec Mgt
5-1-3

Attached for the consideration of the Project Review Committee is detailed information covering the proposed project providing for the construction of an Agency Records Center. The estimated cost of the project is \$405,000.

25X1A9a

Attachment: [REDACTED] Chief, General Services Office
Detailed Project Outline

CONCURRENCES:

/s/

Sheffield Edwards
Director of Security

Date

/s/

Edward R. Saunders
Comptroller

Date

25X1A9a

/s/

[REDACTED]

Date

/s/

James A. Garrison
Chief of Logistics

Date

Approved for forwarding to Project Review Committee.

/s/

L. K. White
Acting Deputy Director (Administration)

Date

OK
Project Approved

PROJECT OUTLINE

25 January 1954

Subject: Proposed Construction of CIA Records Center

Sub-Project Identification: NA

Amendment No. NA

Originating Office: General Services Office

- a. Office Chief: [REDACTED] Ext. 785
- b. Branch Chief: NA
- c. Case Officer: NA

25X1A9a

Target Area: NA

Type of Project: Administrative and Departmental only.

Financial Mechanism: Use of unvouchered funds by the Commanding Officer of [REDACTED] as contracting officer.

25X1A6a

Funds Requested: \$405,000 - Fiscal Year 1954 - unvouchered.

Current Status: New. Not previously considered by the Project Review Committee.

1. OBJECTIVE: The establishment of an Agency Records Center.

op-

25X1A6a

2. ORIGIN and POLICY GUIDANCE:

- a. Origin. Public Law 754 requires, in Section 506 b thereof, that "the Head of each Federal Agency shall establish and maintain an active and continuing program for the economical and efficient management of the records of the Agency. . . .".
- b. Whence proposed. In headquarters.

3. SITUATION:

- a. The Federal Records Act (Public Law 754) requires the establishment of a records program within each Federal Department and Agency, which requires as an end result that inactive records be transferred from office space and filing equipment to records-center-type of storage. The General Services Administration is now operating ten Federal Records Centers to which records are being transferred by government agencies doing unclassified work. The Department of the Army is currently storing 1,496,000 cu. ft. of Army and Air Force records in three Army-operated Centers in the Continental United States. In addition, they operate five overseas Records Centers. The Atomic Energy Commission has constructed and operates its own Records Center.
- b. The CIA has an exemption from Public Law 754, but it has been the express intention of CIA to comply with the spirit and intent of all Acts of Congress, from which it enjoys an exemption. In addition, Public Law 253 requires the Director of CIA to protect its sources and methods of collecting intelligence from unauthorized disclosure. For that reason, CIA material cannot be turned over to a General Services Administration Records Center and, therefore, it is essential that the Agency operate its own Records Center.
- c. The Interim Agency Records Center located at [REDACTED]

25X1A6a

[REDACTED] is a government-owned building on leased land and contains 20,000 sq. ft. of floor area. For Records Center purposes, this building is expensive to maintain; does not provide adequate security; does not have proper lighting, heat or personal health facilities; and could not be expanded to meet future requirements. The cost of renovating this property to make it adequate and secure would be approximately \$95,800, or 23% of the cost of new construction. The present owner is demanding return of his property on or about 30 June 1954. The building was erected in 1943 by the Office of Strategic Services and these problems will undoubtedly involve litigation. In any event, the property must be turned over to the General Services Administration for disposal in accordance with existing government regulations. As indicated

25X1A6a

~~SECRET~~

~~SECRET~~

above, the building would not be adequate nor desirable as a future Agency Records Center because of location, security, and very limited possibilities of expansion. The cost of maintaining the building on a continuing basis, including cost of security, would be approximately \$34,460 per year which, with the renovation cost, will equal the cost of construction amortized in 11.8 years.

- d. The Agency now owns 16,733 pieces of filing equipment valued at \$2,347,332. Issuances of filing equipment for previous years are as follows: 1950, 2,219 pieces; 1951, 3,331 pieces; and 1952, 4,238 pieces. In this period, the average increase in issuances over each previous year is 38%. This rate of purchase of equipment will continue unless the Agency operates an adequate Records Center.
- e. The cost of microfilming 60 cu. ft. of records is \$703.27. The same volume of records can be stored in a Records Center for 43 years for this amount of money. Since only about 5% of all records are usually considered permanent, it is expensive and impracticable to microfilm records as a general practice.
- f. Estimates of the Agency's present records holdings, annual records accretions and retireable records are as follows:
 - (1) Present Records Holdings - 92,000 cu. ft.
(Appendix A)
 - (2) Annual Records Accretions - 20,000 cu. ft.
(Appendix B)
 - (3) Retirable Records - 27,600 cu. ft. can be released to a records center after completion of an initial inventory of all Agency records. This is equivalent to 3,450 4-drawer filing cabinets with a replacement cost of \$810,000. In addition, 8,000 cu. ft. can be retired annually thereafter, which will release 1,000 cabinets each year, valued at \$235,000.
(Appendix C)

4. PROPOSAL: To construct an Agency Records Center at [REDACTED] consisting of approximately 21,290 sq. ft. of floor area and a structure of poured reinforced concrete at an estimated cost of \$405,000. (See Appendix D). The site to be selected to provide for possible expansion up to 60,000-70,000 sq. ft. of floor area.

5. OPERATIONAL OUTLINE: NA
 - a. Sub proposals or "tasks." NA
 - b. Key personnel. NA
 - c. Indigenous groups and/or leaders. NA
 - d. Target groups. NA
 - e. Duration. NA
 - f. Graphic illustrations. NA

25X1A6a
25X1A6a

~~SECRET~~

6. SECURITY:

- [REDACTED]
- b. Knowledgeability. NA
 - c. Operational security. NA
 - d. Risks. NA
 - e. Personnel disposal. NA
 - f. Disaster Plan. NA

25X1C4a

7. COORDINATION:

- a. Relation to other projects. The operation of an Agency Records Center at the [REDACTED] would be directly tied to the CIA Emergency Plan as well as the storage of vital documents which are now located at this Center.
- b. Significance within over-all program in area. NA
- c. Extent of coordination. NA

25X1A6a

8. CONTROL:

- a. Nature of. The control of this facility should rest with the General Services Office because it is an integral part of the Agency's Records Management Program which must, of necessity, come under the direction of the headquarters personnel supervising that program. The Commanding Officer of the [REDACTED] will be responsible for the general administration of the Records Center personnel, except as to selection, appointment and promotion.
- b. Administrative plan. Not required.
- c. Reports. Internal reports will be required on volumes of records on hand, received, and destroyed.

25X1A6a

9. BUDGET DATA:

- a. Total over-all CIA funds required for Fiscal Year 1954: \$405,000 of unvouchered funds.
- b. Availability of CIA funds required. This item was not specifically budgeted for the reason that when the 1954 budget was prepared, the need for an Agency Records Center of the size proposed could not be calculated. It is estimated, based on the present rate of expenditures, that the General Services Office may make available, with the approval of the Director, \$50,000 from Allotment Account No. 4-6612-20 Space, Maintenance and Facilities Division; and \$50,000 from Allotment Account No. 4-6614-20 Printing and Reproduction Division. It is believed that these sums can be made available from present allotted funds due to a reduction in Agency personnel for the Fiscal Year 1954. This reduction has resulted in a reduction of space needs and has, therefore, made sums available that were originally scheduled for alterations to office buildings to be acquired. The

rate of expenditure for supplies for the Printing and Reproduction Division, General Services Office, indicates that the Agency needs are not as great as anticipated for the current fiscal year. The balance of \$305,000 will be provided by the Acting Deputy Director for Administration upon completion of re-examination of the need for Agency funds already allocated which is now in process. It is recommended that the Project Review Committee and the Director grant approval of the project, subject to additional funds being recovered for this purpose in the amount of \$305,000.

- c. Non-CIA funds. NA
- d. Foreign currency. NA
- e. Funding. To be made available to the Commanding Officer, [REDACTED] to be accounted for in accordance with established financial accounting system for the [REDACTED].
- f. Financial History. See Appendix E, for Fiscal Year 1953 and Fiscal Year 1954.
- g. Future requirements. It is estimated that the proposed Records Center will be adequate for approximately five (5) years and that at the end of that time an additional 25,000 sq. ft. will be required. It is roughly estimated that ultimately the Agency will require an over-all Records Center of from 60,000-70,000 sq. ft. Appendix F.

25X1A6a
25X1A6a

10. SUPPORT DATA:

- a. Total CIA personnel: Administrative support for this facility at the [REDACTED] is available. (See concurrence of Commanding Officer, [REDACTED])
- b. Materiel. NA
- c. Communications. NA
- d. Other CIA support. NA
- e. Support required from other United States agencies. NA

25X1A6a
25X1A6a
25X1A6a

11. GENERAL CONSIDERATIONS:

- a. Current status. An Interim Records Center is now being operated at [REDACTED], with the bare minimum requirements pending decision on this proposal.
- b. Commitments. A tentative commitment exists to release the [REDACTED] Records Center property by 30 June 1954. Therefore, to fulfill this commitment, action should be taken by that date to relocate the Records Center if possible.
- c. Effectiveness. As of this date there has been transferred into the Records Center approximately 4,670 cu. ft. of records. This amount of records would require 583 safe-type cabinets for office storage with a value of \$137,000. In addition, there is approximately 6,323 cu. ft. of classified supplemental distribution material which would require 790 file cabinets with a replacement value of \$186,000.

25X1A6a

25X1A6a

~~SECRET~~

- d. The proposed Records Center of approximately 21,290 sq. ft. costing \$405,000 (Appendix D) will house approximately 40,000 odd cu. ft. of records. The ratio of 2 cu. ft. of records for each sq. ft. of available floor space meets the minimum standards established by the General Services Administration in the operation of 10 Federal Records Centers. 40,000 cu. ft. of records is equivalent to 5,000 4-drawer safe cabinets valued at \$1,175,000. The net savings resulting from a transfer of 40,000 cu. ft. of records from office space to a Records Center would be \$905,115. (Appendix G)
- e. Evaluation. The effectiveness of this project after construction could be evaluated by the cu. ft. of records accepted into the Records Center and the number of filing cabinets released for other purposes. Also, the volume of records actually destroyed within the Records Center itself would be another yardstick for the over-all program.
- f. Policy questions. The principal question of policy is the utilization of funds for the construction of the Proposed Records Center facility. The necessity for this construction has been previously mentioned to representatives of the Bureau of the Budget. However, upon approval by the Projects Review Committee and the Director, the expenditure of funds for this purpose will be specifically cleared with that Agency. The proposed construction is necessary to comply with the Federal Records Act (Public Law 754), and provide adequate protection for the Agency's records, resulting in economies, sufficiently justifies the use of these funds.
- g. Congress. The Agency should be able to indicate to Congress its compliance with the Federal Records Act (Public Law 754). Security-cleared representatives of the General Services Administration responsible for the government-wide records program are in constant touch with us in regard to the development of CIA's Record Program.
- h. Extra-Agency action. NA
- i. Proprietary companies. NA
- j. Special considerations. NA
- k. Liquidation. NA

~~SECRET~~